



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

OFFICE TECHNICIAN

Hearing Operations Unit

OCCUPATIONAL SAFETY & HEALTH APPEALS BOARD
DEPARTMENT OF INDUSTRIAL RELATIONS

Position: Office Technician-Typing
Salary: \$2,598-\$3,157
Location: Sacramento Natomas area Free parking!

Send State Application to: OSHAB, Theresa McKeever, LSSI, 2520 Venture Oaks Way, Suite 300, Sacramento, CA 95833. Telephone: (916) 274-5751.

DUTIES: Under the direction of the Legal Support Supervisor I, performs a wide variety of duties within the Hearing Operations Unit and daily interfaces with the Appeals Initiation and Docketing Unit and the Board's Executive Secretary. Enters into the Board-specific Oracle database information regarding all pre-hearings and hearings; daily copies, distributes, and files all documents sent from the West Covina office into the master files in Sacramento; manages the hearing tape library and copies tapes when necessary; enters all closed appeal files into the Oracle database; monthly by e-mail distribution sends Decisions After Reconsideration, Denials, ALJ Decisions to subscriber list; phone receptionist for the Hearing Operations Unit. Performs other duties as required.

KNOWLEDGE AND ABILITIES: Proficiency with desktop computer with Microsoft Word, Excel and Windows software.

DESIRABLE QUALIFICATIONS: Excellent oral and written communication skills. • Dependability and excellent attendance record. • Excellent interpersonal skills. • Excellent active listening skills. • Ability to effectively handle stress and deadlines. • Aptitude for learning computer software programs.

POSITION OPEN UNTIL FILLED.